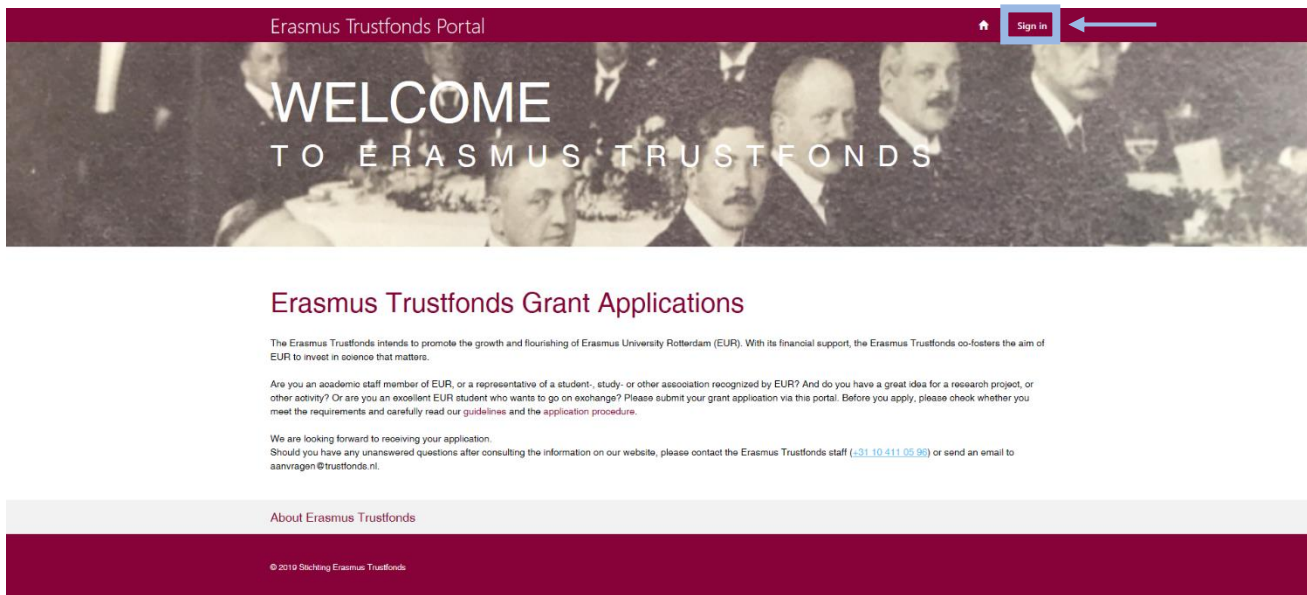
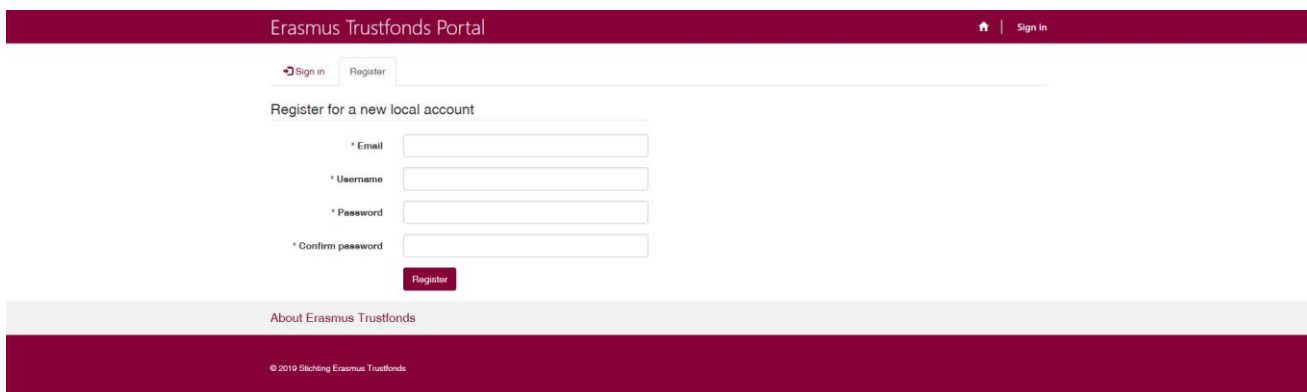


Student Support application instruction

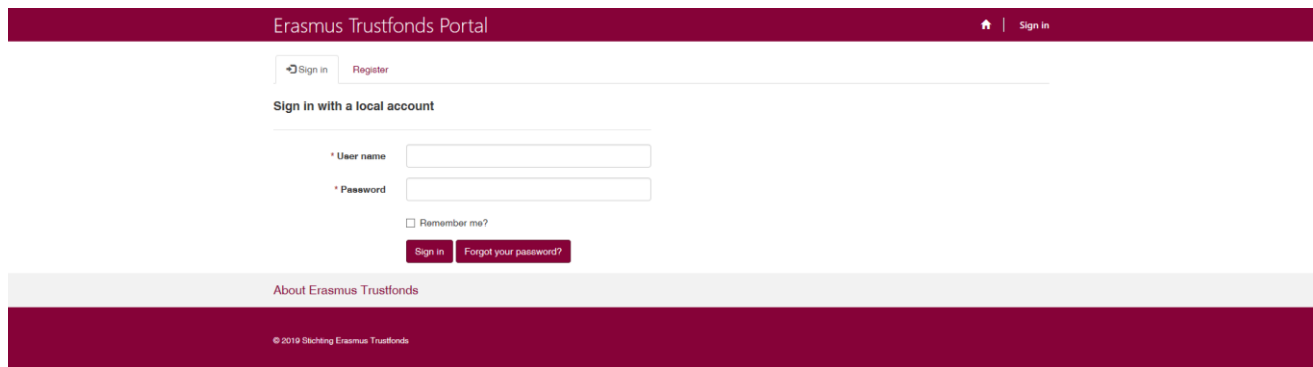
All grant applications have to be submitted via the Erasmus Trustfonds Portal. Go to portal.trustfonds.nl and click *sign in* in the upper right corner.



This will take you to a login page. If you haven't submitted a grant application via the portal before, click *register*. Fill in your email address, username and password and click *register* to make your account.

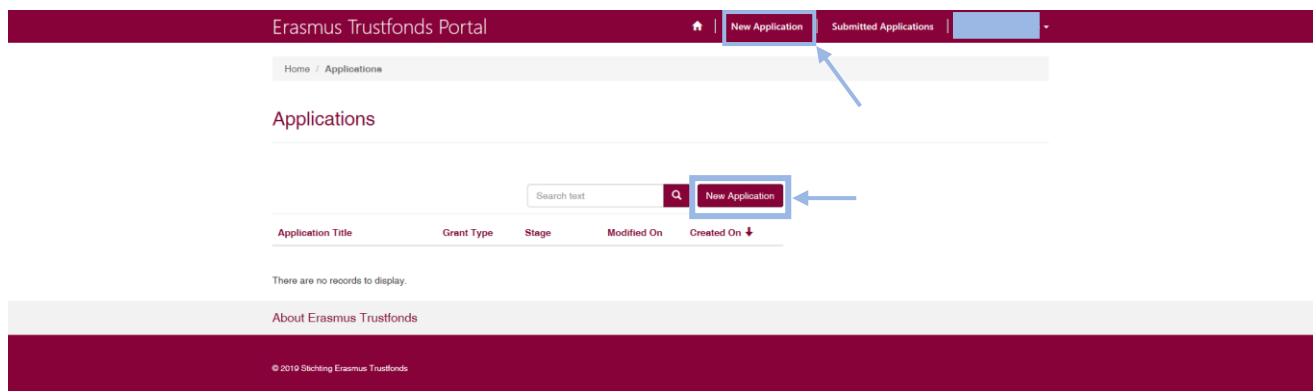


If you have used the portal before and already have an account, click *sign in*. Fill in your user name and password and click *sign in* to login.



The image shows the login page of the Erasmus Trustfonds Portal. At the top, there is a dark red header with the text "Erasmus Trustfonds Portal" on the left and a home icon and "Sign in" link on the right. Below the header, there are two buttons: "Sign in" and "Register". Underneath, the text "Sign in with a local account" is displayed. This is followed by two input fields: "* User name" and "* Password". Below these fields is a checkbox labeled "Remember me?". At the bottom of the login section, there are two buttons: "Sign in" and "Forgot your password?". The footer consists of a light gray bar with "About Erasmus Trustfonds" and a dark red bar with the copyright notice "© 2019 Stichting Erasmus Trustfonds".

Once you are signed in, click *New Application*. Click *New Application* again to start your application.



The image shows the dashboard of the Erasmus Trustfonds Portal after a user has logged in. The top header is dark red and contains the text "Erasmus Trustfonds Portal" on the left, a home icon, and two buttons: "New Application" and "Submitted Applications". A blue arrow points to the "New Application" button. Below the header, there is a breadcrumb trail "Home / Applications". The main heading "Applications" is displayed. Below this, there is a search bar with the placeholder text "Search text" and a magnifying glass icon. To the right of the search bar is a button labeled "New Application", which is highlighted with a blue box and a blue arrow. Below the search bar and button, there is a table with the following columns: "Application Title", "Grant Type", "Stage", "Modified On", and "Created On". Below the table, the text "There are no records to display." is shown. The footer is the same as the login page, with a light gray bar for "About Erasmus Trustfonds" and a dark red bar for the copyright notice "© 2019 Stichting Erasmus Trustfonds".

On the following pages you can see which information will be asked in the application. Each time you successfully continue to the next step of the application process, the information you provided will be saved. This means you can pause filling in the application if necessary and continue at a later time.

1 Application type

Application (New)

1 Application type

2 Personal information

3 Project information

4 Budget

5 Application information

6 Documents

7 Confirmation

8 Submit

Please indicate whether you are a student or an employee and which grant type you would like to apply for. Note that students can only apply for grants in the categories Student Life, Student Support and Other Activities. Employees can apply for grants in the categories Other Activities, Research Visits, Research & Education and Conference Participation.

Application Title *

Student or Employee *

- ☐ Student
- ☐ Employee

Date of Application *



Grant Type *

▼

Student Support

Student Life

Other Activities

Research Visit

Research & Education

Conference Participation

Next

2 Personal Information

1 Application type ✓	2 Personal information	3 Project information	4 Budget
		5 Application information	6 Documents
7 Confirmation	8 Submit		

Application Title *

print screen

Grant Type *

Student Support

Web Application ID

GWA.100013

Personal information

Preferred communication language *

First Name *

Last Name *

Full Formal Name *

Prefix title(s), Initials, Family Name, Suffix title(s)

Gender *

Date of Birth *

MM/DD/YYYY

Nationality *

Email *

Phone 1 *

Phone 2

Street Address *

Street Address line 2

Zip/Postal Code *

City *

EUR student number *

First year of registration at EUR *

Expected graduation date *

MM/DD/YYYY

Faculty *

Department *

Bank Details

IBAN at Dutch bank *

Use the following format: NL12ABCD0123456789

IBAN Bank Account Holder Name *

Comments

[Previous](#)

[Next](#)

3 Project information

1 Application type ✓	2 Personal information ✓	3 Project information	4 Budget
			5 Application information
6 Documents	7 Confirmation	8 Submit	

Application Title *

print screen

Grant Type *

Student Support

Web Application ID

GWA.100013

Project information

Purpose exchange *

Hosting institution *

Hosting institution city *

Hosting institution country *

Start date *

MM/DD/YYYY



End date *

MM/DD/YYYY



Departure date *

MM/DD/YYYY



Return date *

MM/DD/YYYY



Duration of your exchange in months *

from start date lectures/internship until end date of exams/internship

How many ECTS (credit points) will you receive? *

Why did you choose this particular host institution? *

Max. 500 characters, including spaces and punctuation

Do you qualify for Dutch Student Finance (DUO)? *

☒ No ☐ Yes

Do you qualify for an additional scholarship from the Dutch government (DUO)? *

If yes, please provide documents that substantiate that you receive/qualify for an additional scholarship from the Dutch government in step six of this application. Should you not receive/qualify for such an additional scholarship from DUO, you are not eligible for a scholarship from the A.A. van Beek Fonds / Erasmus Trustfonds either.

☒ No ☐ Yes

Do you receive a monthly financial contribution e.g. from (grand)parents or other sources of income? *

☒ No ☐ Yes

If yes, how much per month?

Who pays your tuition fee? *

Will you maintain your room in the Netherlands? *

If yes, will you sublet your room?

☒ No ☐ Yes

Do you have any additional information relevant for your application?

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Next

4 Budget

1 Application type ✓	2 Personal information ✓	3 Project information ✓	4 Budget
5 Application information	6 Documents	7 Confirmation	8 Submit

Please provide total amounts per cost item for the duration of the activity. Use the down-arrow on the right-hand site to edit the budget line. If a pre-filled description is not applicable, you can either change the description or add more budget lines.

Application Title *

print screen

Grant Type *

Student Support

Web Application ID

GWA.100013

Budget

New Budget line

Category ↑	Description	Amount
Expenses	Travel expenses Netherlands - destination	▼
Expenses	Accommodation (lodging, no meals)	▼
Expenses	Cost of living abroad	▼
Expenses	Local travel expenses	▼
Expenses	Study expenses related to this trip (books etc.)	▼
Expenses	Visa application	▼
Expenses	Vaccinations	▼
Expenses	Insurance abroad	▼
Expenses	Excursions, leisure etc.	▼
Income	Subsidies and grants	▼
Income	Personal contribution	▼
Income	Basic study allowance DUO	▼
Income	Additional study allowance DUO	▼
Income	Supplementary loan DUO	▼
Income	Tuition fee credit	▼
Income	Care allowance	▼
Income	Public transportation reimbursement	▼
Income	Internship allowance	▼

Percentage financed by EUR bodies and 3rd parties *

Amount Requested from Erasmus Trustfonds *

Explanatory notes to the budget

5 Application information

1 Application type ✓	2 Personal information ✓	3 Project information ✓	4 Budget ✓
5 Application information	6 Documents	7 Confirmation	8 Submit

Application Title *

print screen

Grant Type *

Student Support

Web Application ID

GWA.100013

Application information

Did you apply for other funding? *

☒ No ☐ Yes

Please notify the Erasmus Trustfonds of the outcome of currently pending applications

Additional information other funding

If yes, please provide the name of the institution, the amount you requested and the status of the application e.g. rejected, granted or under consideration.

Have you received a grant from the Erasmus Trustfonds before? *

☒ No ☐ Yes

Additional information previous grants

If yes, please provide the title of the project, the amount of the previous grant(s) and the date of your previous application.

Comments

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6 Documents

1 Application type ✓	2 Personal information ✓	3 Project information ✓	4 Budget ✓
5 Application information ✓	6 Documents	7 Confirmation	8 Submit

Please upload the mentioned documents. You can do so by clicking the button 'Add files'. The documents marked with an asterisk are mandatory documents.

Application Title *

bla


Grant Type *

Student Support

Web Application ID

GWA.101221

Supporting documents

 Add files

There are no folders or files to display.

☐ Cover Letter

☐ Proof of acceptance host university/invitation from internship organization *

☐ Curriculum Vitae *

☐ Invoice copy of travel costs and accommodation costs (if available)

☐ Copies of current scholarship, loan and debts (DUO) *

☐ Proof of enrollment at EUR of current academic year *

☐ Copies of current additional scholarship from the Dutch government (DUO) or proof that you meet the requirements for an additional scholarship *

☐ Statement from your faculty declaring that your stay abroad fits within the framework of the curriculum *

☐ Proof of bank account holder's name/financial identification

Comments

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7 Confirmation

1 Application type ✓	2 Personal information ✓	3 Project information ✓	4 Budget ✓	
5 Application information ✓	6 Documents ✓	7 Confirmation	8 Submit	

Application Title *

print screen

Grant Type *

Student Support

Web Application ID

GWA.100013

Confirmation

The Erasmus Trustfonds is an independent organization. By submitting this application I authorize the Erasmus Trustfonds to share the status of my application with the Erasmus University Rotterdam (EUR), its faculties, departments and institutions. I have completed the form with the information to the best of my knowledge. I explicitly consent to Erasmus Trustfonds and/or EUR to process and retain my data as supplied on this application form. Erasmus Trustfonds and/or EUR will process this data in accordance with the legal requirements. Data will be used and securely retained by these parties in order to process this application, to evaluate the project and to process future learn, earn, return matters. We will not give the data to any third parties if permission has not been granted.

☐ **General confirmation ***

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8 Submit

1 Application type ✓	2 Personal information ✓	3 Project information ✓	4 Budget ✓	
5 Application information ✓	6 Documents ✓	7 Confirmation ✓	8 Submit	

Submit application